

# ESF-11

## Orientation

For Emergency Teams  
Operating at the  
Regional and Field  
Level

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# Hurricane Rita - 2005



# ESF-11 Overview



## Who: *Emergency Support Function 11 – Agriculture & Natural Resources (ESF-11)*

- USDA Animal and Plant Health Inspection Service (APHIS)
- USDA Food and Nutrition Service (FNS)
- USDA Food Safety and Inspection Service (FSIS)
- Department of Interior (DOI)

4 Major Agencies but “1”

# What: ESF-11 Responsibilities from NRF



## **ESF #11 – Agriculture and Natural Resources** **Federal Coordinator: Department of Agriculture**

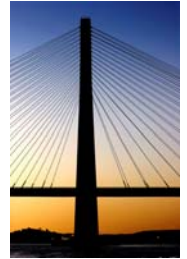
- Nutrition assistance
- Animal and plant disease and pest response
- Food safety and security
- Natural and cultural resources and historic properties protection and restoration
- Safety and well-being of pets

# How/Why is APHIS Activated by FEMA under ESF-11?



- Stafford Act is the Law
  - The Stafford Act provides for tasking of other Federal Agencies (OFA).
- 44 CFR is the Regulations
  - Authorizes FEMA to task OFA's to utilize their authorities and resources in support of State and local assistance efforts (*process*).
- HSPD-5
- National Response Framework (NRF)
- ESF-11 SOP's (revisions by June 1)

# Stafford Act – Bridging the Gaps



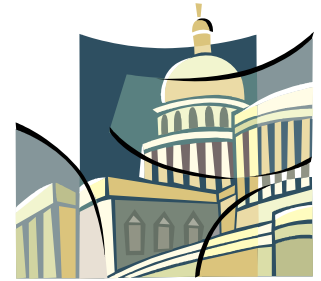
- USDA Has Debris Removal Authorities
  - **Natural Resources Conservation Service (NRCS)**
  - **Farm Service Agency (FSA)**
  - **Animal, Plant and Health Inspection Service (APHIS)**
- Don't cover disposal of dead animal carcasses resulting from a Hurricane
- Use expertise & Stafford Act to bridge the gap

# APHIS Knowledge and Expertise = Mission Assignments



- Animal Welfare Act
  - Pet evacuation and sheltering
  - Assist with evacuating laboratory animals
- Animal Control Act
  - Assist with capture of escaped zoo animals
- Animal Health Protection Act
  - Carcass Disposal
- Plant Protection Act
  - Assist with debris removal
- Covering the ESF-11 desk (administrative)
  - Leading a group formed under ICS at request of FEMA

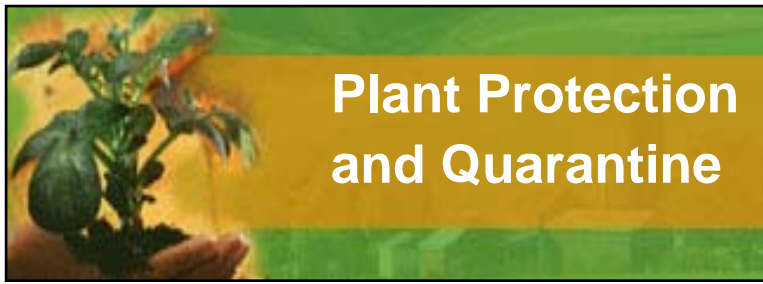




## Where: ESF-11

- National Response Coordination Center (NRCC)
- Regional Response Coordination Center (RRCC)
- Joint Field Office (JFO)
- State Emergency Operations Center (EOC)
- Area Command Posts (ACP) and Incident Command Posts (ICP's)
- Field Response Teams

ESF-11 Agencies



Plant Protection  
and Quarantine



# ESF #11: APHIS Veterinary Services

- Addresses the potential for animal disease outbreaks.
- Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease
- Enforces interstate quarantines and coordinates with the States in implementing intrastate quarantines.
- Coordinates with Veterinary Medical Assistance Teams and voluntary animal care organizations.
- Coordinates surveillance with ESF #8 Public Health and Medical Services.
- Coordinates with ESF #8 when livestock issues arise.
- Coordinates with ESF-10 activities regarding oil/hazmat issues involving livestock
- Technical expertise on mass animal disposal

# ESF #11: APHIS Plant, Protection, and Quarantine

- Addresses the potential for plant disease outbreaks.
- Control and eradication of an outbreak of a highly infective exotic plant disease, or economically devastating plant pest infestation
- PPQ notifies IES of possible intentional pathogen or pest release.
- Technical expertise for the inspection, quarantine enforcement, fumigation, disinfection, sanitation, pest extermination, and destruction of infected/contaminated plant material.
- Inspects facilities that have select agents
- Issues permits in affected areas
- Technical expertise on mass plant disposal

# ESF #11: APHIS Animal Care

- Supporting coordination of an integrated Federal, State, tribal, and local response to ensure the safety and well-being of household pets.
- Technical expertise for activities including the evacuation, transportation, sheltering, husbandry, and veterinary care of affected animals.
- Coordinates with Veterinary Medical Assistance Teams and voluntary animal care organizations.
- Coordinates with ESF-6 mass care regarding pet evacuation and sheltering
- Coordinates with ESF-10 activities regarding oil/hazmat issues involving pets

# ESF #11: APHIS Wildlife Services

- Coordinates with ESF-8 when wildlife and feral animal issues arise.
- Coordinates with ESF-10 activities regarding oil/hazmat issues involving wildlife
- Coordinates with State wildlife agencies, Tribes and Federal wildlife managers when emergency issues involve state, tribal or federal managed wildlife
- Technical expertise in wild or free roaming animal mitigation actions such as monitoring, control, immobilization and euthanasia.
- Technical expertise in wildlife disease surveillance and sample collection.

# ESF #11: APHIS Investigative Enforcement Service

- Supports the enforcement of quarantines
- Serves as APHIS liaison with the USDA Office of General Counsel, the Office of Inspector General, and other law enforcement organizations
- Directs and coordinates investigations related to APHIS program laws and regulations



# USDA Food Safety & Inspection Service

## Every Day:

- FSIS is the public health agency responsible for ensuring that the nation's commercial supply of meat, poultry, and egg products is safe, wholesome, and correctly labeled and packaged.

## During Disasters (and Every Day):

- Coordinates disposal of contaminated food products.
- Provides inspectors and laboratory services to affected areas.
- Assesses the operating status of inspected meat, poultry, and egg product processing, distribution, import, and retail facilities in the affected area.
- Evaluates the adequacy of available inspectors, program investigators, and laboratory services relative to the emergency on a geographical basis.
- Suspends operations of meat, poultry, and egg processing plants as appropriate.

# USDA Food Safety & Inspection Service (Sample MA's)

- Provide personnel for event specific planning and preparation to implement the process of re-inspection for proposed imported meat, poultry and egg products at US borders and to control those products that are not eligible for entry.
- Provide personnel to maintain supervisory span of control for deployed in-plant inspection personnel; conduct emergency monitoring and verification activities that includes sampling of products that may have become adulterated in commerce and to officially control those products that may have become adulterated in commerce.
- Provide personnel to ensure control against the spread of animal disease agents; maintain supervisory span of control for deployed veterinary and personnel and assistants, and conduct emergency quarantine or verification activities that includes sampling of animals or carcasses thereof

# ESF-11—Food Assistance

## ■ Commodities



- Congregate feeding
- Household distribution

## ■ Disaster Food Stamp Benefits



- Authority for flexible response

# DISASTER AUTHORITIES

## **Two types of enabling authorities for USDA food assistance:**

**1) A Presidentially declared disaster or emergency enables the Secretary of Agriculture to provide Federal disaster food assistance to States and individuals (Stafford Act)**

**2) Section 4 (a) of the Agriculture and Consumer Protection Act of 1973 as amended through P.L. 108-7 provides authority for FNS to respond to requests for food assistance during situations of distress\* (\$500,000)**

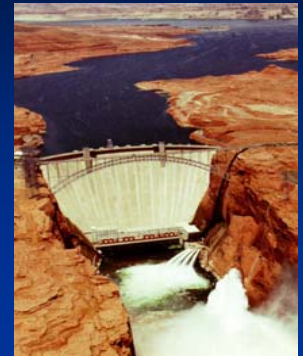
*\*Any other situation not declared by the President to be a disaster, but which, in the judgment of FNS warrants the use of USDA commodities for congregate feeding or household distribution.*

# FNS Typical Mission Assignments

- Personnel to staff the ESF-11 desk at the NRCC
- Personnel to staff the ESF-11 desk at the RRCC
- Personnel to staff the ESF-11 desk at the JFO

# Partners in Protection of Natural and Cultural Resources and Historic Properties

- Lead Agency: Department of the Interior, with its 8 Bureaus
- US Department of Agriculture/Natural Resources Conservation Service
- National Oceanic & Atmospheric Administration
- Federal Emergency Management Agency
- National Archives and Records Administration
- Heritage Emergency National Task Force
- Advisory Council on Historic Preservation



# Specific Accomplishments



- Guidance on assessment, recovery and stabilization of historic sites, structures, and museum and archival collections
- Technical preservation assistance
- Historic preservation data management
- National Historic Preservation Act section 106 and 110 compliance assistance





# Other USDA Agencies with Statutory Disaster Related Response Authorities

- Farm Service Agency (FSA)
- National Resources Conservation Service (NRCS)
- Risk Management Agency (RMA)
- Rural Housing Service (RHS)
- FEMA often “comes calling” on anything remotely related to agriculture.
- If a request falls under an agency’s statutory authority, usually no Mission Assignment will be issued.



<b>Program</b>	<b>Agency</b>	<b>Assistance Provided</b>
Emergency Haying and Grazing	Department of Agriculture (USDA), Farm Service Agency (FSA)	Emergency authority to harvest hay or to graze land devoted to conservation and environmental uses under the Conservation Reserve Program.
Emergency Loans	USDA, FSA	Low-interest loans to family farmers and ranchers for production losses and physical damage.
Noninsured Crop Disaster Assistance Program	USDA, FSA	Direct payments to reduce financial losses resulting from a natural disaster that causes production loss or prevents planting of crops grown commercially for food or fiber, for which Federal crop insurance is not available.
Emergency Conservation Program	USDA, FSA	Cost-share payments to rehabilitate farmlands damaged by natural disasters and to carry out emergency water conservation or water-enhancing measures during times of severe drought, in cases when the damage or drought is so severe that Federal assistance is necessary.
Agricultural Marketing Transition Act (AMTA) Program	USDA, FSA	Direct payments to eligible producers of program crops that comply with AMTA requirements.
Conservation Reserve Program (CRP)	USDA, FSA	Voluntary program that offers annual rental payments, incentive payments for certain activities, and cost-share assistance to establish approved cover on eligible cropland.
Farm Operation Loans	USDA, FSA	Loans and loan guarantees to be used for farm operating costs.
Farm Ownership Loans	USDA, FSA	Direct loans, guaranteed loans, and technical assistance for farmers in acquiring or enlarging farms or ranches; making capital improvements; promoting soil and water conservation; and paying closing costs.
Emergency Watershed Protection (EWP)	USDA, Natural Resources Conservation Service	Direct payments and technical assistance to install structural and nonstructural measures to relieve imminent threats to life and/or property,

<b>Program</b>	<b>Agency</b>	<b>Assistance Provided</b>
Water Resources	USDA, NRCS	Project grants for the installation of preventive measures such as dams, channels, flood warning systems, purchasing easements, floodplain delineation, and land treatment. Advisory and counseling services also are available.
Federal Crop Insurance Program	USDA, Risk Management Agency (RMA)	Direct payments of insurance claims. Insurance against unavoidable causes of loss such as adverse weather conditions, fire, insects, or other natural disasters beyond the producer's control.
Business and Industrial Loan Program (B&I)	USDA, Rural Business Service	Guaranteed and direct loans up to \$10 million. Possible disaster uses include drilling wells, purchasing water, or tying into other water programs.
Rural Housing Site Loans	USDA, Rural Housing Service (RHS)	Loans for the purchase and development of housing and necessary equipment that becomes a permanent part of the development (e.g., water and sewer lines).
Rural Rental Housing Loans	USDA, RHS	Loans for the purchase, building, or repair of rental housing. Funds can also be used to provide water and waste disposal systems.
Emergency Community Water Assistance Grants (ECWAG)	USDA, Rural Utilities Service (RUS)	Project grants to help rural residents obtain adequate water supplies.
Water and Waste Disposal Loans and Grants	USDA, RUS	Project grants and direct and guaranteed loans to develop, replace, or repair water and waste disposal systems in rural areas and towns having populations of 10,000 or less.

# National Response Framework (NRF)

# National Response Framework

## Response Doctrine: Key Principles

- **Engaged Partnership.** Leaders at all levels must communicate and actively support engaged partnerships by developing shared goals and aligning capabilities so that no one is overwhelmed in times of crisis.
- **Tiered Response.** Incidents must be managed at the lowest possible jurisdictional level and supported by additional capabilities when needed.
- **Scalable, Flexible, and Adaptable Operational Capabilities.** As incidents change in size, scope, and complexity, the response must adapt to meet requirements.
- **Unity of Effort Through Unified Command.** Effective unified command is indispensable to response activities and requires a clear understanding of the roles and responsibilities of each participating organization.
- **Readiness To Act.** Effective response requires readiness to act balanced with an understanding of risk. From individuals, households, and communities to local, tribal, State, and Federal governments, national response depends on the instinct and ability to act.

<http://www.fema.gov/emergency/nrf/mainindex.htm>

# ESF-11 Annex

- Coordinated Federal Response and support for one or more of **roles/functions**.
- Scope mainly lists incidents that fall under the agencies statutory authorities (why?)
- USDA is the ESF-11 coordinator
- Actions
  - Initial
  - Ongoing
- Responsibilities
  - Primary & Support agencies

# FEMA Mission Assignments



# What is a Mission Assignment?

“A reimbursable work order (from FEMA) that can be performed before and after a presidential declaration”

“The way the Federal Government provides emergency assistance to State and local jurisdictions . . .”

May originate based on request from:

- State
- FEMA
- OFA
- ESF

# How Can FEMA Tell Us What To Do?



- Sec. 502. Federal emergency assistance (42 U.S.C. 5192)
  - (a) Specified - In any emergency, the President may –
    - (1) **direct** any Federal agency, with or without reimbursement, to utilize its authorities and the **resources granted to it under Federal law** (including **personnel**, equipment, supplies, facilities, and managerial, technical and advisory services) **in support of State and local emergency assistance efforts** to save lives, protect property and public health and safety, and lessen or avert the threat of a catastrophe, including precautionary evacuations;



# Mission Assignment Types



## 1. Federal Operations Support (FOS)

- Staffing the ESF-11 desk

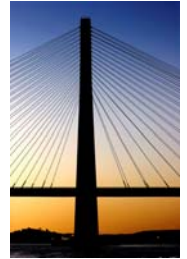
## 2. Technical Assistance (TA)

- “Clean Hands = Brain Power”

## 3. Direct Federal Assistance (DFA)

- “Dirty Hands = We do the work”

# Stafford Act – Bridging the Gaps



- **USDA Has Debris Removal Authorities**
  - **Natural Resources Conservation Service (NRCS)**
  - **Farm Service Agency (FSA)**
  - **Animal, Plant and Health Inspection Service (APHIS)**
- **Don't cover disposal of dead animal carcasses resulting from a Hurricane**
- **Use expertise & Stafford Act to bridge the gap**

# The Request Process for States via ARF



## Action Request Form (ARF)

- All official requests should be made to FEMA using the ARF
- Can be submitted by OFA or State
  - If TA or DFA, state signature required
- Request may not result in an MA
- Statement of work should be team effort (OFA & FEMA)
- OFA – critical and has signature authority
- All requests do not result in MA
  - Covered under an Agency's Statutory authorities (e.g. FNS and food commodities)
  - Contracted, procured, existing supplies, etc.
  - Request may be denied.

# “State Assurances”

- Requests for TA and DFA cannot be provided by an MA until the FEMA/State Agreement with State Assurances is signed.
- Included in Governor’s request.

The State Will (in part):

- Hold and save the US free from damages because of the requested work and indemnify the Federal Government against any claims arising from such work.



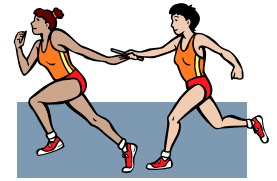
# Requesting Assistance - Considerations

- Mutual Aid Agreements Exhausted?
- Does request fall under statutory authority of OFA?
- Define the need, not the asset . . .
  - “We need to move supplies from X to Z.  
*Vs. “We need 20 C-130’s.*
- Where and how long will it be needed?



# MA Task Order

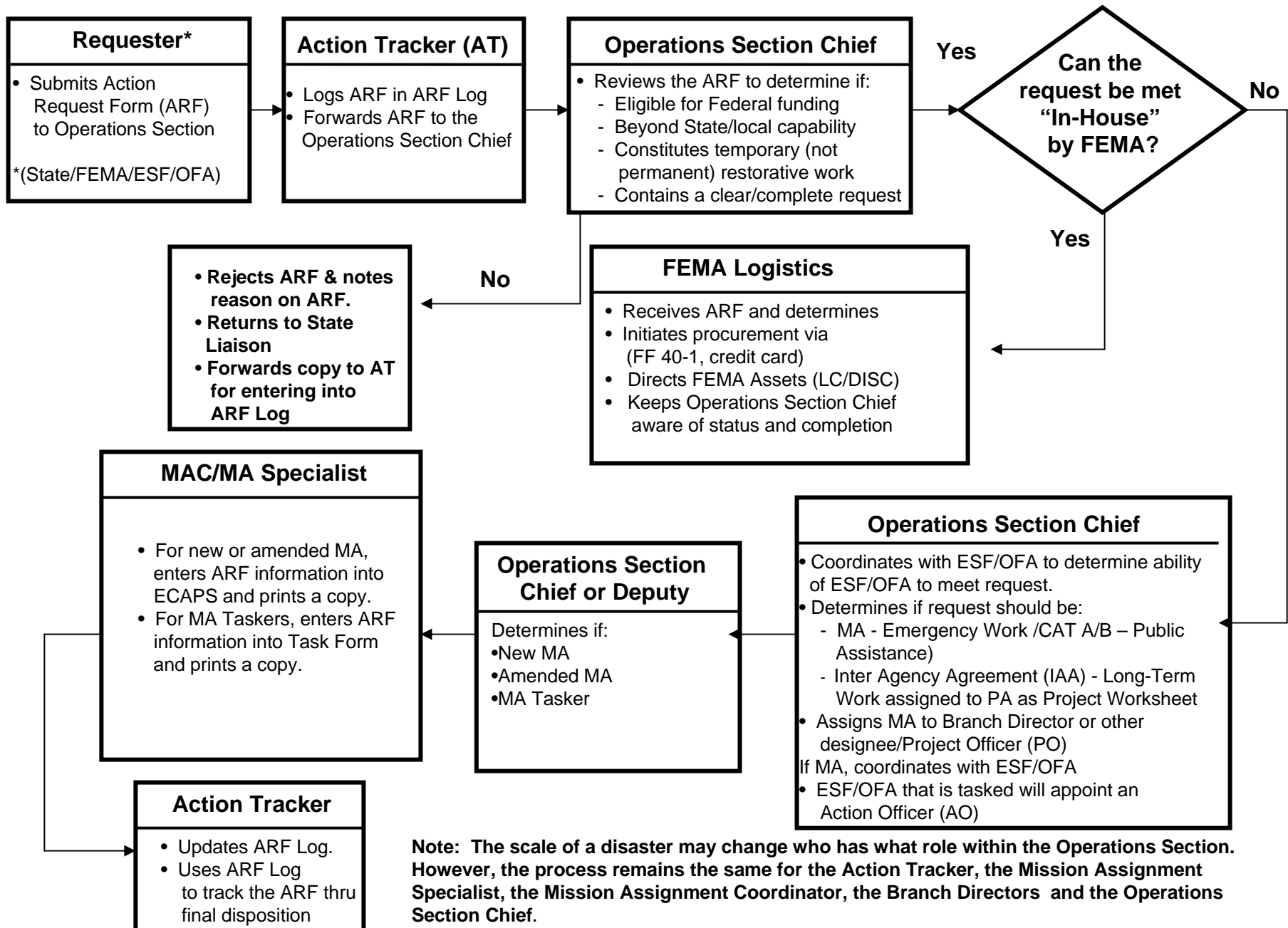
- Are used when the request already falls within the Statement of work on an existing MA
- Prevent the issuance of multiple MA's for the same Statement of Work
- Generated by FEMA Operations



# MA Subtask Request

- Intended use for primary agency to subtask a support agency
- Majority of work under MA should be performed by primary agency
- APHIS will subtask FNS and FSIS to activate those agencies (at request of FEMA)
- DOI will receive own MAs from FEMA

# Mission Assignment (MA) Process Flow



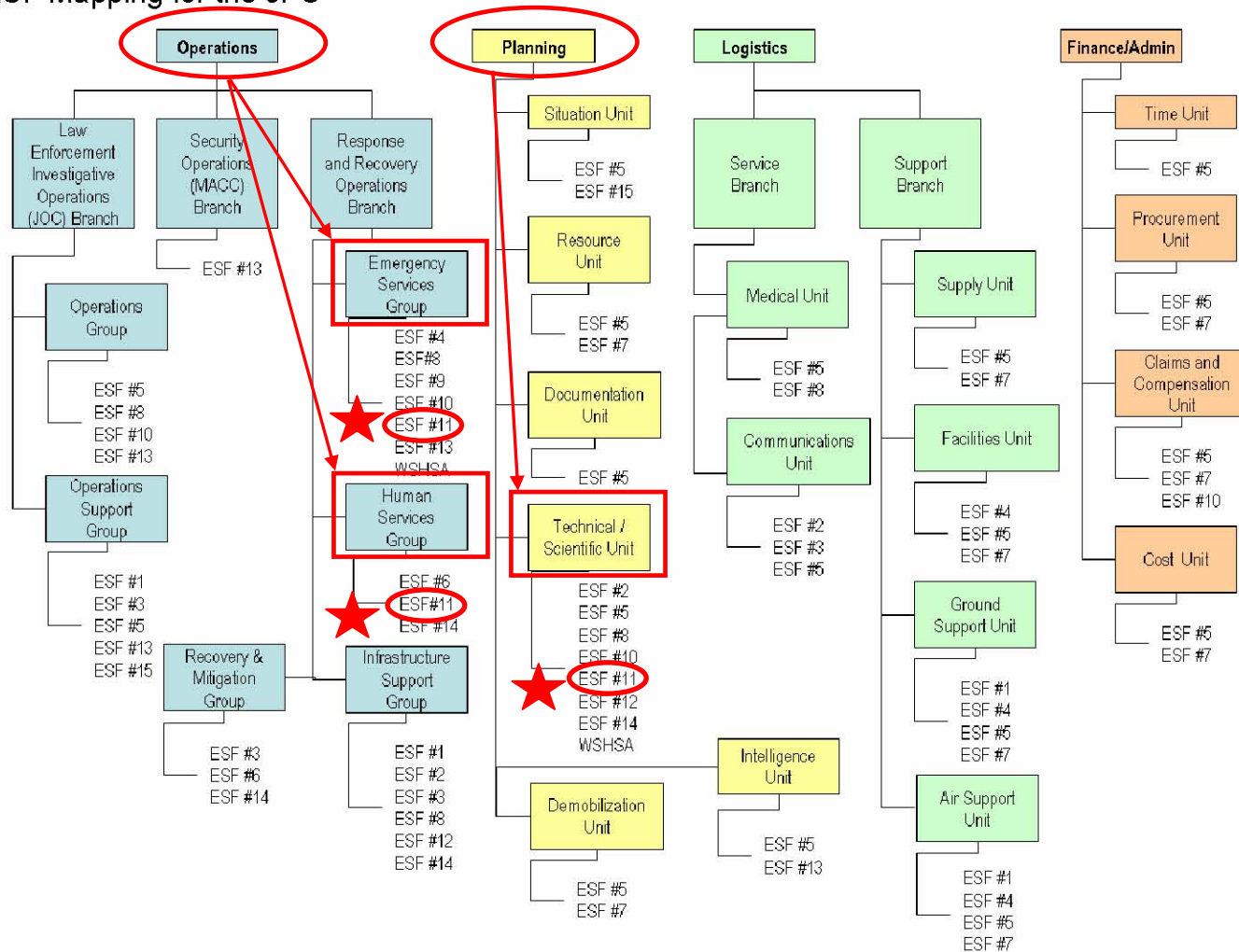




# APHIS Procedures for Mission Assignments

- Other agencies may have better capabilities to perform requested work – concurrence from APHIS Region before accepting.
- Single APHIS Accounting Code for each MA.
- Any APHIS person who is tasked under a MA should use the designated accounting code for expenses made
  - Expenses accepted and reimbursable under the accounting code are:
    - Overtime, travel, per diem (Federal Personnel)
    - Wages, travel, overtime, per diem (Temporary Personnel)
    - Costs paid from trusts, revolving funds, etc.
    - Costs of contracts and materials, equipment from Agency's regular stock

Figure 14-5: ICS/ESF Mapping for the JFO



Note: This is not the standard mapping. Actual ESF resources will be requested based on the specific needs of the incident.

# FOS (Federal Operation Support)

- We become part of a FEMA Branch (operating under ICS) when activated.
  - Not sitting at the ESF-11 desk as an independent agency
  - **Trap Door:**
    - “We don’t do that. . . ”
- Still need capability to do it . . . “*don’t bite off more than you can chew*”.
- Be ready to coordinate projects way outside your normal job duties
  - All fall under the MA for FOS to FEMA.
- Examples of what the ESF-11 “Desk Officer” may be asked to do:
  - Coordinate a Team or other Group
  - Provide an IC for an IMT (ICS is ICS, regardless of the incident)
  - Coordinate a special project or request from a state
- Remember, you are there to help, you are working for FEMA, you are there because of the knowledge and expertise you bring to the table.

Description	MA Type?
Activate APHIS to provide support for FEMA R6 for activities in the State of Louisiana associated with Hurricane Katrina. This may include support to the FEMA R6 Regional Coordination Center (RRCC), Emergency Response Team-Advanced Element, Rapid Needs Assessment (RNA) and other teams.	
USDA/APHIS provide secure emergency transportation of DOD/NIH research animals from Tulane University Medical Research Facility New Orleans to NIH in Covington, LA. Costs include vehicle rental, personnel over-time and travel costs. Nearest vehicles location for transport is in the State of Texas. Coordination for security will be between APHIS, DOD and NIH.	
In/out state USDA personnel including veterinarians, emergency coordinators, animal and plant health inspection technicians, and public information officer to respond to animal issues, including wildlife, laboratory research animals as well as livestock. Tasks include survey/damage assessment, relief and recover issues, and public information.	
The State Veterinarian for the State of Louisiana requested assistance with the removal and disposal of dead animal, killed as a result of Hurricane Katrina. Natural Resources Conservation Service (NRCS), a component of USDA, requires a specific Mission Assignment (MA) to address the collection and disposal of animal carcasses on public and private properties in rural and non-rural areas that fall outside of their statutory authority. This mission is required to mitigate threats to public health, water safety, and potential for the spread of diseases to other viable animals. NRCS will . . . .	
Remove and dispose of dead animals killed as a result of Hurricane Rita. NRCS will work with the State and local agriculture authorities to obtain rights-of-way on to private property. NRCS will also coordinate with and receive direction from the Texas Animal Health Commission (TAHC) and the Texas Commission on Environmental Quality (TCEQ	
Active USDA to provide an advisor (____), to the Joint Field Office for 1623-DR-OK in response to the extreme wildfire threat. The advisor will be the coordinator of USDA information to include any PIO support and technical assistance on USDA programs employed for the wild fires.	
Provide USDA representative with the ability to answer Federal/State questions regarding USDA programs to include: Farm Service, Rural Development, APHIS and all USDA emergency assistance programs. Request for assistance at the Grand Island, NE Joint Field Office and may last up to 30 days, as directed by FEMA.	
Activate and deploy ESF-11 to the Pasadena Initial Operating Facility (IOF).	
Three veterinarian subject matter experts from USDA to provide technical assistance to accomplish shelter assessment, veterinarian assessment, animal health assessment and program guidance. A task order will be prepared to direct specific activities within the scope of this mission assignment. (Task orders may include personnel, resource movement, locations for delivery and stations).	

# APHIS ESF-11 Response Teams & Deployment



# Deployment of APHIS as ESF-11

- Need to know - *Deployment Basics* (Aglearn)
- Deployed in consultation with your supervisor
- Deployments may occur in stages as resource requirements change
- Deployments may be tracked in ROSS
- Plan for 21 days (may be extended if absolutely necessary)

# Activation and Deployment of APHIS Staff – Potential Timeline for Hurricane



# Critical ESF-11 Emergency Teams



Team	Location
Regional Support Team (RST)	Regional Response Coordination Center (RRCC)
ERT	Joint Field Office (JFO)
ERT-A	Interim Operating Facility (IOF)
Animal Care SME's	Incident Command Posts (ICP); Area Commands
VS Teams	Wherever needed
State Liaison	State EOC, or Area Command



# ESF-11 Activation under a MA = ICS

- ESF-11 responders blend in with an ICS structure.
  - Orders, reporting, etc. through that structure
  - Know who is in charge of your particular group
- APHIS VS & PPQ IMT's are for plant and animal emergencies initiated by APHIS, not FEMA
- Rarely, APHIS may be asked to provide an IMT or IC.
- IC may be at the EOC, JFO, RRCC if ICP's shut down.
  - We would question situations where our staff is asked to deploy and there is no ICS structure in the field for them to join
- Critical to know your role & responsibilities, ask questions.
- Check in every morning while deployed:
  - With nearest ESF-11 desk.
  - Where you are, what you will do today, relay major issues.
  - Phone call, text message, e-mail (anything to let us know you are okay)

# Regional ESF-11 Response Team Draft PD



- Currently “Draft” but useable
- Mostly applies to RRCC/JFO workers
- Heavy on communication skills
  - Internal and external
- IT skills essential
- “Calm under fire”

# Deployment Basics

- Use the checklist
- Know the S&R basic symbols
  - Symbols for building safety
  - Victims
- Extreme weather conditions
- Extreme living conditions
- Possible vaccination requirements
- Mobilization & Demobilization - Check in with nearest ESF-11 desk when:
  - First deployed
  - Prior to demobilization

# Safety and Well-Being of Household Pets

# NFR - Pet Policy

- Policy:
  - In conjunction with human evacuation & sheltering
  - Owners expected to care for their pets when sheltered, to extent possible.
  - Businesses expected to have own plans.

# NFR – APHIS Responsibilities for Pets

## **Safety and Well-Being of Household Pets – APHIS, Animal Care**

- Supports a multi-ESF response together with ESF #6, ESF #8, ESF #9, and ESF #14 to provide for the safety and well-being of household pets.
- Provides technical expertise regarding the safety and well-being of household pets.
- Coordinates with ESF #6 on mass evacuation and sheltering of household pets.
- Coordinates with ESF #8 on medical care for household pets.
- Coordinates with FEMA on transportation for household pets.
- Coordinates with ESF #9 on search and rescue operations for household pets.
- Coordinates with ESF #14 to ensure continued assistance is provided for household pets during long-term community recovery.

# Pet Evacuations, Sheltering, and Preparedness



- State Requests via ARF
  - Assigned by FEMA as TA or DFA
- Could be “Directed” by FEMA under a FOS MA
- State Animal Resource/Response teams play critical roles in preparedness, response and recovery.
  - Operate at discretion of state
  - Very connected to key NGO’s
- FEMA DAP9523.19
- “Pets Act”

# FEMA DAP9523.19

## Defines “Household Pet” as:

- Domesticated Animal (e.g. dog, cat, bird, rabbit, rodent, or turtle)
  - Traditionally kept in home for pleasure rather than commercial purposes
  - Can travel in commercial carriers
  - Can be housed in temporary facilities
- Does not include:
  - Reptiles (except turtles)
  - Amphibians
  - Fish
  - Insects/arachnids
  - Farm Animals (including horses)
  - Animals kept for racing purposes
- Some states are adopting the federal definition



# Animal Care ESF-11 Teams Preparedness & Response

## Preparedness Functions

- Evaluation of transportation vehicles and embarkation points for suitability
- Evaluation of shelter locations and facilities for suitability
- Assist with identifying sources for equipment and supplies –  
Note: to the extent possible AC will look to local animal control to oversee and coordinate pet processing activities at an evacuation site and to provide staffing for pet processing.

# Animal Care ESF-11 Teams Preparedness & Response

## Additional Preparedness Activities

- Work closely with state officials responsible for planning, and assist as directed with planning efforts
- Participate in training exercises...where needed, help coordinate training exercises
- Be familiar with state officials, NGOs, procedures, politics, needs, etc
- Attend relevant state and NGO meetings

# Animal Care ESF-11 Teams Preparedness & Response

## Response During Disasters (will vary by state):

- Supports FEMA ESF-6 along with several other ESF's
- SMEs (technical expertise) at EOC, AC, JFO, RRCC
- Evaluations for transportation concerns and needs
- Evaluations for sheltering concerns and needs
- Expedite requests for assistance

# Animal Care ESF-11 Teams

## Preparedness & Response

- Work closely with state officials, as requested, in State EOC and Area Command (technical expertise)
- Provide technical support and expedite needs requests at State EOC, Area Command, RRCC, and JFO
- Assist with onsite evaluations and needs assessments as requested by state (i.e., shelters)



Administrative




# Travel & Reimbursement

- Any APHIS person who is tasked under a MA should use the designated accounting code for expenses made
  - Expenses accepted and reimbursable under the accounting code are:
    - Overtime, travel, per diem (Federal Personnel)
    - Wages, travel, overtime, per diem (Temporary Personnel)
    - *Costs paid from trusts, revolving funds, etc.*
    - *Costs of contracts and materials, equipment from Agency's regular stock*
- Must complete and maintain “ESF-11 Log Sheet” during deployment
  - Submit after demobilization
- Travel arrangements and logistics may vary among programs.
  - Bottom line, may need to get there in a hurry.
- **Do not purchase equipment and/or supplies under a FEMA MA**
  - Accountable property must be returned to FEMA
  - If needs arise, contact your APHIS procurement officer

# Tour of Duty & Overtime Under ESF-11



- Know your tour of duty & procedures for overtime
  - [http://www.aphis.usda.gov/mrpbs/publications/hr\\_desk\\_guide/4610/index.shtml](http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4610/index.shtml)
  - [http://www.aphis.usda.gov/mrpbs/publications/hr\\_desk\\_guide/4550/index.shtml](http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4550/index.shtml)
- Discuss with your supervisor – now
- Must complete and maintain “ESF-11 Log Sheet” during deployment
  - Submit after demobilization
  - Attach a copy of your “Tour of Duty”
- Complete “regular” time sheet.
- Stay on current tour of duty if deployed during a pay period (keep a copy handy & review applicable rules)
- First new PP while deployed = 1 tour of duty for all responders
  - Decision will be made by REPM.

ESF-11 Log Sheet											
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Incident Name:											
Location:											
Accounting Code:											
Travel Authorization Number:											
Mission Assignment (MA) Number											

Deployment Date:										POC Number:	
Demobilization Date:										Email Address:	
Employee's Name:											
Series-Grade-Step:											
Supervisor's Name:											

	Date	Start Time (a.m. / p.m.)	End Time (a.m. / p.m.)	Hours Worked (deduct 1/2 hours lunch period)	Overtime Worked	GOV (Y or N)	Rental Vehicle Expenses	Lodging Costs (must match receipt)	M&IE Per Diem Allowance	Misc. Required Expenses (not in per diem)
18	Sunday									
19	Monday									
20	Tuesday									
21	Wednesday									
22	Thursday									
23	Friday									
24	Saturday									
			TOTALS							

**\*\*All obligating documents (i.e. travel vouchers, AD700s) and original receipts REQUIRED\*\***



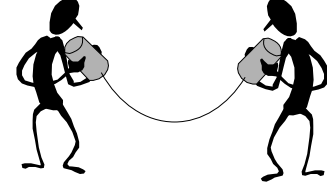


# Required Training for ESF-11's

## USDA Employees:

- ICS-100\*
  - Introduction to National Incident Response\*
  - ICS-200\*
  - ICS-700\*
  - ICS-800\*
  - Mission Assignments\*
  - HSIN (can be self-taught)
  - Situation Reports (classroom training)
  - Baseline knowledge of FSIS, FNS, DOI (ESF-11 SOP's; Agency Websites, etc.)
- \* Available on Aglearn

# Communication & Reporting



# Critical Communication Duties of ESF-11's at RRCC/JFO

- Maintain a daily shift log of events.
- Prepare SitReps and other reports, in accordance with ESF-11 procedures.
- Provide input during Planning Meetings
- Present status reports at meetings/briefings.
- Receive/coordinate incoming requests for assistance.
- Develop After Action Report as required by FEMA.
- Check ESF-11 E-mail.



# Documenting and Reporting

- Reporting chain
- Spot Report Template
- Input to Sitreps
- Unit Log
- Media Procedures
- You will be provided a daily schedule at JFO's and RRCC.
- Do not be late to meetings or miss deadlines
- Make sure your communications are clear
  - “We don't have any gas”

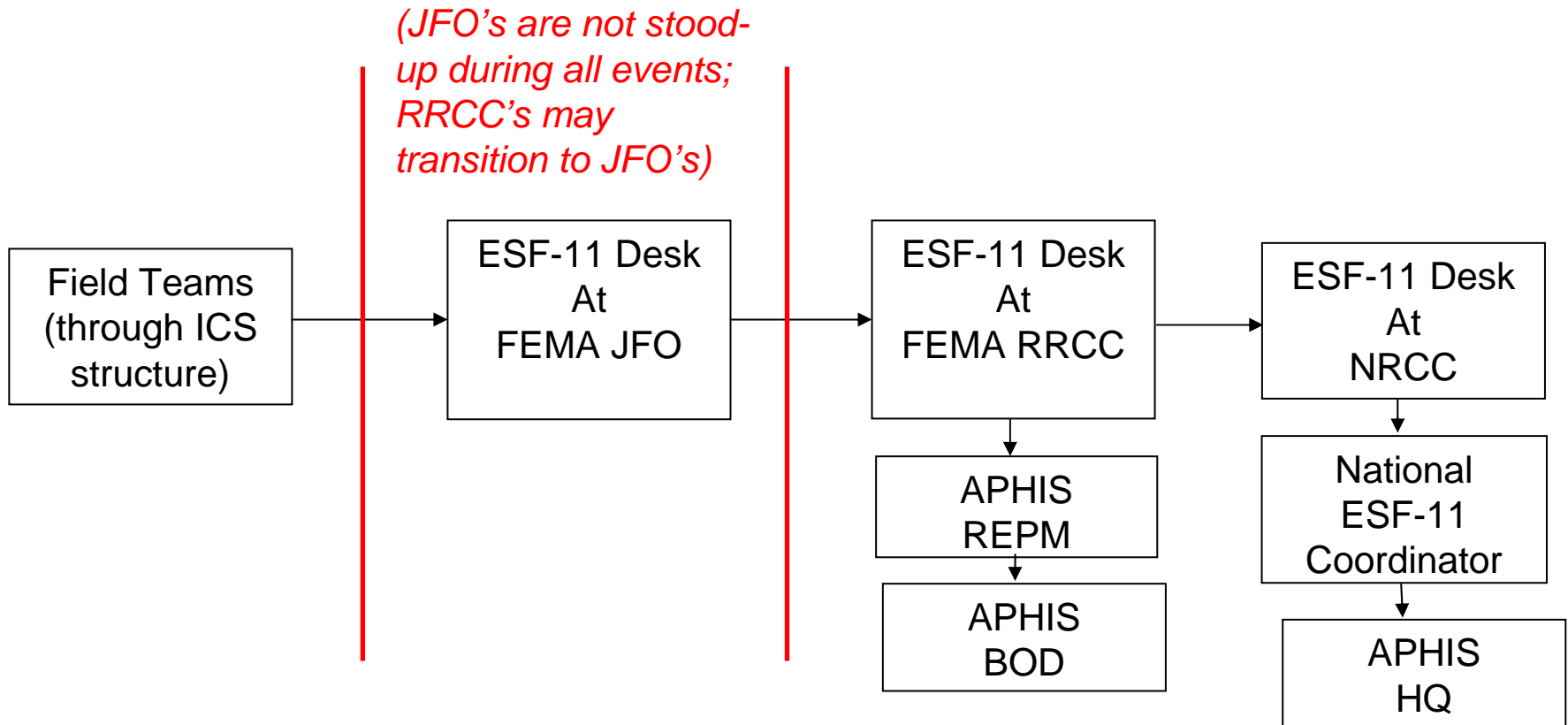
## IOF Schedule

Current as of Monday, August 21, 2007 0630

<b>CONFERENCE CALL &amp; MEETING SCHEDULE</b>				
<b>TIME</b>	<b>EVENT</b>	<b>WHO</b>	<b>WHERE</b>	<b>NUMBER</b>
<b>0630</b>	<b>IOF Shift Begins</b>	<b>All</b>	<b>IOF</b>	
0700	RRCC Coordination	Sr. Staff/Plan	Longhorn	800-320-4330 Pin: 000146#
0700	Sit Rep Input due to Planning			
0800	ICS Command/General Staff	Leads	Longhorn	Tony Russell x4144
0900	HQ Ops/Log Conference Call	Ops/Log	IOF Conference Room	800-320-4330 Pin: 204204#
1000	State Weather CC	Planning	Longhorn	866-205-3922 Pin: 883967#
1100	Strategy Planning Meeting	Cmd & Gen Staff	Longhorn	Mark Gallagher
1200	HQ VTC	Sr. Staff	Longhorn	800-320-4330 Pin: 885479#
1600	Sit Rep Input due to Planning			
1600	State Weather CC	Planning	Longhorn	866-205-3922 Pin: 883967#
1800	ICS Command/General Staff Action Approval	Leads	Longhorn	Tony Russell x4144
<b>1830</b>	<b>IOF Shift Ends</b>	<b>All</b>	<b>IOF</b>	

Changes to this schedule, please contact  
Eddie Velez in the Planning Section, 512-977-6552 or  
Patty Evatt, 512-977-4151

## Spot & Situation Reporting During Activation of ESF-11



- Field Teams report activities through your ICS structure, CC: ESF-11 desk at JFO (or RRCC if no JFO).
  - ESF-11 Desk at JFO completes field level report for all ESF-11 activities and sends to coordinator at RRCC.
  - ESF-11 Desk at RRCC forwards ESF-11 input to FEMA Region (usually Planning Section).
  - ESF-11 Desk at RRCC forwards FEMA Regional Sitrep to APHIS ESF-11 desk at NRCC.
- CC: APHIS REPM

# Becoming an ESF-11 Responder

1. Approval from your supervisor
2. Complete required training
3. Notify REPM, cc: EPS & your supervisor
  - Match your skills with team (preference)
4. Entered into ROSS
5. Receive Orientation prior to being deployed